



U. S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Oxford, WI 53952

Institution Supplement

OPI: Captain
NUMBER: OXF-5267.07
DATE: August 9, 2004
SUBJECT: Visiting Regulations

I/S Alpha

- I. **PURPOSE AND SCOPE.** To provide local procedures for implementation of applicable Bureau of Prisons policy governing inmate visitation. It is the policy of this institution to encourage inmate visiting to develop and maintain healthy community relationships. Visits are an important factor in maintaining morale of the individual inmate and motivating him toward positive goals. The following supplement details policies and procedures regarding visitation at FCI Oxford, Wisconsin and its satellite camp.
- II. **DIRECTIVES AFFECTED.**
- A. **Directives Rescinded.**
- | | |
|-------------|------------------------------------|
| IS 5267.06B | Visiting Regulations (8-6-02) |
| IS 5267.06B | Visiting Regulations FPC (4-15-02) |
- B. **Directives Referenced.**
- | | |
|-------------|------------------------------------------------------------------------|
| PS 5267.07 | Visiting Regulations (04-14-03) |
| PS 5510.09 | Searching/Detaining or Arresting Persons Other Than Inmates (03-06-98) |
| IS 5510.16I | Entrance Procedures (04-15-03) |
| IS 1315.07C | Access to Legal Reference Materials and Legal Counsel (09-20-03) |
- III. **STANDARDS REFERENCED.**
- A. American Correctional Association 4th Edition Standards for Adult Correctional Institution: 4-4498, 4-4499, 4-4500, 4-4503 and 4-4504.

IV. GENERAL.

- A. **Visiting Schedule:** FCI - Social visits are regularly scheduled from 8:00 a.m. to 3:00 p.m., on Monday, Friday, Saturday, Sunday and all Federal holidays. Visitors will not be processed to visit after 2:00 p.m. Visitors will not be processed between 9:00 a.m. and 10:30a.m. on Saturdays, Sundays or Federal holidays to allow for the 10:00 a.m. count on those days. Any deviations will be authorized by the operations lieutenant or SDO.

FPC - Fridays, from 4:30 p.m. until 8:30 p.m., and Saturdays, Sundays, and Federal holidays, from 8:15 a.m. until 3:15 p.m. Visitors will not be processed between 9:30 a.m. and the conclusion of the 10:00 a.m. count on Saturdays, Sundays and Federal Holidays. Processing of visitors will cease 30 minutes prior to the conclusion of visitation. Due to space limitations at the FPC, a visiting schedule is posted for inmates whose last name begins with "A through L" and "M through Z" (see attachment 8).

Federal holidays are New Year's Day, Martin Luther King's Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day and Christmas Day.

- B. **Number of Visitors:** **FCI:** Normally the number of visitors an FCI inmate may visit with at any given time is limited to four adults. No more than a maximum of six total visitors at one time, including children. Children over the age of ten will be counted as one visitor when overcrowding is a factor. Split visits will not be authorized without prior approval from the AWP. A split visit is defined as a visit where four persons are present in the visiting room and one or more of these persons leave the visiting room to be replaced by another authorized visitor(s). On split visits, only one interchange of visitors will be permitted. For example, individuals leaving the visiting room to permit other members of the party to visit or for any other reason will not subsequently return for visiting the same day.

FPC: No more than four visitors including adults and children will be allowed to visit an FPC inmate at any given time. The only exception is the inmate's dependent children do not count against this total. Allowance of more than four visitors must have prior approval from the camp unit manager.

NOTE: Children less than 16 years of age must be accompanied by an adult.

- C. **Visiting Restrictions:** Visiting privileges are normally curtailed or terminated only because of an emergency, improper conduct on the part of the inmate or visitor(s), or when the visiting room becomes overcrowded.

The visiting room officer will contact the SDO or operations lieutenant to determine which inmate's visits are to be terminated. The following factors should be considered when making this determination: Initially, visits will normally be terminated on a voluntary basis. Should this not alleviate the overcrowded conditions, the following measures may be taken in sequential order: 1) request for special visits with approved visitors on visiting list; 2) visits will be terminated based on the frequency of visitors received by the inmate; 3) visitors from the local area, within a 100-mile radius, will be asked to terminate their visits; and 4) as a last resort, visits will be terminated on a first-in, first-out basis.

If it becomes necessary to terminate a visit due to improper conduct on the part of an inmate and/or visitor(s), the visiting room officer will consult the operations lieutenant and/or institution duty officer prior to taking any action. The Operations Lieutenant will make the decision and if any action needs to be taken, the Operations Lt. will inform the parties involved.

Children in the visiting room will be expected to maintain appropriate behavior which does not disrupt the visits of others. In no case will spanking, striking or other forms of corporal punishment be allowed during a visit. Inmates and their visitor(s) are responsible for their children.

- D. **Frequency of Visits:** Visiting room staff will maintain a record of all inmate visits through the use of a point system under which each inmate is allotted 35 visiting points per month. One point will be assessed for each hour or portion of an hour more than 15 minutes visited. Unless authorized by the warden, points will be charged on holidays.

Under unusual circumstances, additional visiting points may be approved by the AWP for visitors who travel long distances and visit infrequently, or to meet special needs. In such cases the unit manager, prior to the visit, must notify the visiting room officer by memorandum of the number of additional points to be granted to the inmate. *

REGULAR VISITS. An inmate's unit team will compile a visiting list for each inmate. Approved visiting lists from other institutions will not be used to establish an approved

visiting list at either the FCI or FPC. All visitors will be required to complete, and return a "Request for Visitation" form (see attachment 1). The only exception to this requirement is while the inmate is in Admission and Orientation, when he is allowed to complete a "Temporary A&O Visiting Request Form"(see attachment 5). Inmates who request to have a visitor added to their approved visiting list may do so provided the requested visitor is not already on another FCI/FPC Oxford inmate's approved list, unless they are immediate family. Any exception must be approved by the warden. A visitor is not approved until they are placed on the inmate's visiting list.

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- E. **Admission & Orientation:** The A&O counselor will assist new inmates with the process of establishing a visiting list. Inmates who desire to receive visits from immediate family members within the inmate's first three weeks from arrival must complete a "Temporary A&O Visiting Request Form" (see attachment 5). Immediate family is limited to mother, father, step-parents, foster parents, brothers and sisters, spouse, and children who are listed as such in the Presentence Investigation Report. The A&O Counselor will place the approved visitors on Oxford's visiting program for as approved special visits for the dates approved. This approval will expire exactly three(3) weeks from the inmates date of arrival to the FCI or FPC. In order for a visitor to be placed on the inmate's permanent visiting list, each must complete and return a "Request for Visitation" form (see attachment 1) and have it processed through the unit team.
- F. **Other Relatives:** Other relatives include grandparents, uncles, aunts, in-laws, and cousins. Before other relatives are added to an inmate's visiting list and allowed to visit, they must complete and return to the counselor a "Request for Visitation" form. After the form has been processed, the respective inmate will verify with his counselor that the potential visitor has been approved for visitation and entered on computer as clear for visitation. Only then will the visitor be allowed to visit.
- G. **Friends and Associates:** Before friends and associates having an established relationship prior to confinement are added to an inmate's visiting list and allowed to visit, they must complete and return to the counselor a "Request for Visitation" form. After the form has been processed, the respective inmate will verify with his counselor that the potential visitor has been approved for visitation and entered on computer as clear for visitation. Only then will the

visitor be allowed to visit. Friends and associates not having an established relationship prior to confinement will not be considered for visitation privileges. The Warden must approve any exception to this requirement.

Individuals who have served as volunteers, contract employees or regular staff members will not ordinarily be permitted to visit inmates for a period of two years after cessation of official duties at the institution. Exceptions to this policy will be solely at the discretion of the Warden.

H. **Ex-Inmates of this Institution and Relatives of Ex-Inmates or Other Inmates:** Rarely will individuals in this category be permitted to visit. Unit managers will review each request on a case by case basis in order to determine if a threat to institution security exists. Their recommendation will require review by the associate warden programs and approval/disapproval by the warden. Ordinarily, requests will be limited to immediate family members only.

I. **Number of Visitors on Visiting List:** A maximum of 15 immediate family members and other relatives will be allowed on an inmate's approved visiting list. A maximum of 10 friends and associates will be allowed on an inmate's approved visiting list.

V. **BUSINESS VISITORS, CONSULAR VISITORS, VISITS FROM REPRESENTATIVES OF COMMUNITY GROUPS, SPECIAL VISITS, ATTORNEY VISITS and CLERGY:** Persons in these categories, not on the approved visiting list, will be permitted to visit if they have the prior approval of the AWP. Individuals requesting visits in the above listed categories must make a written request, to the Warden, to visit the inmate. The request must specify the name and number of the inmate, name(s) and relationship of proposed visitor(s), and the purpose, duration and specific date(s) of the proposed visit.

Note: Visits of these types which are of a social nature will be charged against the visiting allowance of 35 points per calendar month. There will be no time charged for visits from attorneys, authorized clergy.

Clergy/Minister of Record visits will be accommodated in the visiting room during regularly scheduled visiting hours and, to the extent practicable, in an area of the visiting room which provides a degree of separation from other visitors. An inmate wanting to receive visits from his or her minister of record must submit a written request to the Chaplain. Upon approval, unit staff will add the name and title (minister of record) to the inmate's visitor list. Visits of this type will not count against the total number of social visits allowed.

NOTE: Denial of any of the above-listed visitors will be made by the warden.

VI. **INTERVIEW OF INMATES BY FEDERAL AND STATE LAW ENFORCEMENT**

AGENCIES. Request for interviews with inmates by recognized law enforcement agencies must be approved by the AWP. Unit staff will provide escort and supervision of the interview in an area other than the visiting room if regular visiting is in progress for reasons of security.

If there is any indication that the interview could result in criminal prosecution, the unit manager will **immediately** confer with the captain and associate warden programs before the inmate is allowed to leave the interview.

VII. **VISITS TO INMATES NOT IN REGULAR POPULATION STATUS.**

- A. **Holdover and Hospitalized Status:** Visits for holdovers are limited to the immediate family verifiable in the pre-sentence investigation (PSI). Immediate family is limited to mother, father, step-parents, foster parents, brothers and sisters, spouse, and children.

When visitors come to see an inmate who is hospitalized in the institution, the health services administrator, in consultation with the captain, will determine whether a visit may take place and, if so, whether it should be held in the hospital. When the health services administrator recommends against the visit because the inmate is suffering from an infectious disease, is in a psychotic or emotional episode which makes visitation inadvisable, or is otherwise not in a condition to see visitors, the situation will be carefully and sensitively interpreted to the proposed visitor and documented in the inmate's central file.

Inmates hospitalized in the community to include inmates on medical furlough, will not receive visitors unless authorized by the warden or his designee. Visitors will be limited to immediate family from their approved visiting list. If approved, hospital visiting hours and policies must be followed. Unit staff will notify the hospital of approved visitors.

- B. **Detention/Segregation Status:** FCI Inmates in this status and their visitors will be required to be seated near the visiting room officer.

In the event a camp inmate is placed in the special housing unit, the inmate's family will contact the camp unit team to set up a special visit at the FCI main institution visiting room. The visit will be limited to two hours on non-visiting days at the FCI, not to exceed four hours per month.

VIII. **PROCEDURES**. The captain is responsible for the appearance and operation of the visiting room and for the selection and training of the visiting room staff.

A. **Preparation of the Visiting List**: When an inmate desires to have a visitor added to his list he will complete the top portion of a "Request for Visitation" form and submit it to his counselor. The counselor will review the form to insure the inmate has submitted one form per visitor (Mr. & Mrs. would require two forms), that the inmate has placed his name and number at the top of the form, and that the inmate has placed the name and complete address of the desired visitor on the top of the form. In the case of inmates who are deemed indigent the counselor will send the "Request for Visitation" form to the proposed visitor. Procedures for inmates in Admission and Orientation are outlined on page four(4) above. Inmates requesting no visitors be added to their visiting list will be required to sign a form received in A&O indicating they do not wish to receive visits. This form will be placed in their central file. This does not prevent the inmate from having approved visitors added to his visiting list at a later date.

* Immediate family members, i.e., mother, father, stepparents, foster parents, brother, sister, spouse and children will be added immediately to the visiting list unless good reasons is shown to deny the visitor.

Ordinarily, when an inmate transfers from one institution to another, staff need not reapprove the visitors already contained on the inmate's visiting list. However, staff should review the visiting list to ensure the approved visitors are still appropriate. *

Note: The proposed visitor must complete the "Request for Visitation" form and mail it directly to the unit staff member responsible for processing the inmate's visiting list. The name and address of the respective staff member will be listed on the form.

Note: The inmate must have known the proposed visitor(s) prior to incarceration. The Warden must approve any exception to this requirement.

- B. **Approval / Disapproval of Visitors.** When a "Request for Visitation" form is returned to the counselor it will be reviewed to insure it is completely filled out and signed by the requesting visitor. After the potential visitor's form has been processed and cleared by checking NCIC and PSI, the counselor will add the visitor to the inmate's computerized visiting list. If necessary staff will send the Request for Conviction Information form (BP-311) to the appropriate law enforcement agency to gather additional background information pertaining to the proposed visitor. The counselor will then notify the inmate of each approval or disapproval and give the inmate a printed copy of his visiting list and a copy placed in his central file. If the background information reveals that visitation privileges for the individual would present security concerns or disrupt the orderly running of the institution, the Warden may deny visiting privileges. Unit managers will review each request on a case by case basis in order to determine if a threat to institution security exists. Their recommendation will require review by the associate warden programs and approval/disapproval by the warden.

Note - The inmate is responsible for notifying the visitor of the approval or disapproval to visit and is expected to provide the approved visitor with a copy of the visiting guidelines and directions for transportation to and from the institution.

Any visitor not on an inmate's computerized visiting list will not be allowed to visit until the processes noted above have been completed.

- C. **Identification of Visitors:** When inmate visitors arrive at the administration building, the lobby officer will have each adult visitor read and sign the "Notification to Visitor" form (BP-224). All visitors, with the exception of children under 16 years, must display photo identification, i.e., drivers license, to the lobby officer before being permitted into the institution. All identification presented by visitors at the FCI will be scanned with the portable ID verification equipment. In the event the ID presented is questionable, the lobby officer will notify the IDO and/or operations lieutenant to determine if the visit will commence. The lobby officer will also ask each visitor if they have any firearms, ammunition, weapons of any kind, narcotics or any other contraband item(s) with them. If a visitor indicates that he or she is in possession of any contraband item(s), the operations lieutenant will be immediately notified, and no other visitors will be permitted to enter the institution until the situation is resolved by the operations lieutenant.

On occasion, individuals come to the institution to visit an inmate without prior approval or notification to staff. The requested visit will normally be denied. The staff duty officer and/or operations lieutenant will be contacted to render the final decision. When this occurs, it will be the responsibility of the staff duty officer to notify the inmate of the decision.

When a visit is denied due to unusual circumstances, the staff duty officer is to prepare a memorandum for the inmate's central file, via the appropriate unit manager, specifying the reason why the visit was denied.

- D. **Searching Visitors.** Staff may require visitors to submit to a search of their persons or personal effects, including personal property in their possession as a condition of allowing or continuing a visit. Per the program statement regarding searching/detaining or arresting persons other than inmates, only the warden, acting warden or administrative duty officer can authorize staff to conduct a pat or visual search of a visitor.

- E. **Supervision of Visits.** It is the responsibility of the visiting room officers to ensure that the visiting regulations are followed as outlined by Bureau of Prisons policy and are conducted in a quiet, orderly and dignified manner. Termination of any inmate visit must be authorized by the SDO and/or operations lieutenant.

The visiting room officers will pay strict attention to ensure articles are not being passed between the inmate and visitor.

A search of all inmates is required at the beginning and the end of a visit. All FCI inmates will be visually searched at the beginning and at the end of each visit. All FPC inmates will be pat searched at the beginning and end of each visit. Additionally, FPC inmates will be visually searched on a random basis at the end of each visit. These practices are designed to reduce the possibility of the introduction of contraband into the institution through the visiting room. All inmates will be subjected to a metal detector search at the end of their visit. Searches will be conducted out of visitors' view to ensure privacy.

Under no circumstances will the visiting room officers accept money, gifts or articles of any kind for an inmate.

Visitors who exhibit signs of recent use of alcohol (i.e., odor, confusion, loss of balance) or otherwise display inappropriate behavior will not be permitted to visit.

F. **Temporary Suspension of Visiting Privileges.** The following procedures will be followed to notify an inmate and his involved visitor(s) that the misconduct in the visiting room:

1. A member of the inmate's unit team will immediately verbally notify the inmate that his visiting privileges with the involved visitor(s) have been temporarily suspended pending final disposition of administrative action taken against him.
2. The unit team will prepare a letter for the AWP's signature to the involved visitor(s) notifying him/her that the inmate's visiting privileges have been temporarily suspended. Attachment 6 is a sample of such a letter.
3. The unit team will prepare a memorandum to the inmate for the AWP's signature which notifies him that his visiting privileges with the involved visitor(s) have been temporarily suspended. Attachment 7 is an example of such a memorandum.

* G. **Reinstatement of Temporary Suspension of Visiting Privileges.** The associate warden (programs) may reinstate an individual to an inmate's visiting list. The unit manager will prepare a memorandum to the AWP enumerating the specific reasons for reinstating the individual to the approved visiting list. Under no circumstances will special visits be permitted to individuals who have been removed from the approved visiting list without a thorough investigation and approval by the warden. Inmates who lose visiting privileges through misconduct; the reinstatement of those privileges are at the discretion of the discipline committee who took those sanctions, i.e., UDC/DHO. *

H. **Dining.** There are vending machines in the visiting room for use by visitors. No food items may be brought into the institution by a visitor.

I. **Miscellaneous Visiting Room Regulations.**

1. Inmates are required to wear institution clothing (FCI - khaki pants and shirts) (FPC - spruce green) during visitation. No other clothing is permitted. Institution clothing must be neat and clean in appearance. Religious headgear such as Jewish Yarmulke may be worn in the visiting room. All religious headgear will be inspected

prior to and following a visit. Any questions regarding the propriety of religious headgear in the visiting room will be directed to the chaplain and the operations lieutenant. Staff should direct any questions regarding nonreligious headgear only to the operations lieutenant.

2. FCI inmates may accompany their visitors to the vending machine area of the visiting room. They may not go beyond the areas clearly marked with red "out of bounds" lines on the floor. Once a selection is made the inmate must return to his assigned seat. No more than one inmate at a time is allowed in this area. Inmates are not permitted to remove any vending items from the visiting room.
3. Inmates will not take anything to a visit except a comb, handkerchief, wedding band, prescription glasses (except sunglasses.) Religious medallions of any type will not be worn into the visiting room. If an inmate has property in his possession, he will be instructed to return to his unit and secure the property in question. No items of personal property will be stored in the shakedown area. Medication may be permitted, but only when authorized by the health services administrator and/or the captain. When authorized, a notation to this effect must be made on the inmate's visiting room identification card. The officer conducting the shakedown (visual-search prior to the inmate's entry into the visiting room) should document any authorized medications and make the visiting room officer aware that the inmate has authorized medications in his possession. The medical department should be contacted when there is a question as to whether the medication(s) is authorized.
4. If legal papers are to be reviewed, the matter must be cleared through the associate warden programs. Signature of inmates or receipts for legal papers are not permitted except by the approval of the unit manager. Legal material belonging to an inmate and needed for a visit with an attorney will be brought to the visiting room by the inmate's case manager or correctional counselor. The material will be subject to search for contraband prior to and after the visit. There will be no exchanging of legal papers during the visit. Legal papers should be mailed into the institution. For additional procedures regarding this section, refer to the institution supplement regarding access to legal reference materials and legal counsel.

5. It is not authorized for visitors to deposit money in an inmate's trust fund account during a visit.
6. Socially-acceptable gestures of communication and affection, such as shaking hands, kissing, and embracing, are allowed within the limits of good taste and then only at the beginning and at the end of a visit. Indecent, annoying or excessive contact will not be tolerated. Inmates who repeatedly violate visiting regulations may be required to terminate the visit or be placed under closer supervision at the discretion of the operations lieutenant. All areas of the visiting room may be monitored to prevent the passage of contraband and ensure the security and welfare of all concerned.
7. Inmates should inform prospective visitors that dress should be within the bounds of good taste and should not present possible disrespect to others who may be present in the visiting room.

Any clothing which is suggestive, provocative or revealing is not suitable for a visiting room environment. Examples include, but are not limited to the following:

sleeveless shirts (i.e., halter, tank or tube tops)
Tight clothing
Spandex clothing
Holes in clothing
Hats or caps
Plunging necklines
Transparent clothing
Tank or tube tops
Shorts/skirts that are more than one inch above the knee.
Must be knee length when standing.
It is necessary for all visitors to wear shoes.
(Open-toe shoes, i.e., shower wear or beach wear are not allowed; only open-toe shoes associated with professional attire are permitted)
Khaki colored pants or shirts resembling the institution inmate uniform.

Visitors may be denied a visit at the front lobby if it is determined a visitor's dress is inappropriate for the institution setting. Questionable situations will be referred to the duty officer or the lieutenant if the duty officer is not available.

8. Papers, packages and/or gifts are not to be exchanged in the FCI visiting room. Inmate personal property may be given to visitors at the FPC with prior approval from the unit manager and captain.
9. The visiting room has been designated as a NO-SMOKING area. There will be no smoking at any time in the visiting room.
10. Inmates will be visually searched and screened with a metal detector before exiting the FCI visiting room.

IX. **PENALTY FOR VIOLATIONS.** Future visiting privileges will be denied to any person who tries to circumvent or evade visiting regulations. It may also require other action and possible prosecution. The introduction of or attempt to introduce contraband into or upon the grounds of any federal penal or correctional institution is a violation of Title 18, U.S. Code, Section 1791. The law provides that violators may receive 20 years, a fine or both.

Contraband items include but are not limited to: guns, knives, tools, ammunition, explosives, hazardous chemicals, gas, narcotics, drugs or intoxicants. Prior to admission into the institution, visitors must request and obtain permission of the warden or his designated staff representative to bring any item upon the institution grounds. Visitors are prohibited from bringing animals on institutional grounds unless the animal is a dog that assists disabled persons.

Joseph Scibana
Warden

**FEDERAL CORRECTIONAL INSTITUTION
P.O. BOX 500
OXFORD, WISCONSIN 53952-0500**

**OXF-5267.07
08-09-04
Attachment 1**

To:

Name: _____
Address: _____
City/State: _____
Zip code: _____

Re: _____

(Inmate's name & Register Number)

The above named individual has requested that you be approved for visitation privileges with him at this institution. Prior to making such approval, we must first obtain and confirm the following information concerning you. You are not required to supply the information requested. If you do not furnish the information requested, the processing of your request will be suspended, and you will receive no further consideration. If you furnish only part of the information required, the processing of your request will be attempted; however, it may be delayed. If the information withheld is found to be essential to processing your request properly, you will be so informed, and your request will receive no further consideration unless you supply the missing information. Although no penalties are authorized if you do not supply the information requested, failure to supply such information could result in your not being considered for admittance as a visitor. It may be necessary for the institution to send an inquiry to an appropriate law enforcement or crime information agency. The information obtained will only be used to determine your acceptability as a visitor and for no other purpose.

You are reminded that the criminal penalty for making false statements is a fine of not more than \$10,000 or imprisonment for not more than five years or both (See 62 Stat. 749; USC 1001).

Important: This form must be mailed back to the attention of the Counselor indicated in order to process this request for visitation.

Mail To:



Please Fill Out Completely

Last Name:		First Name:		MI:
Sex: Male/Female	Race:	Date of Birth:	Social Security Number:	
Drivers License Number:		State:		
Street Address:				
Phone:() -		City:	State:	Zip:
Aliases/Nicknames:			Citizenship: (Country)	
Height:	Weight:	Color of Eyes:	Color of Hair:	
Place of Birth: (City, State, County)				
Your Relationship to Inmate:				

How long have you known this individual? _____

Do you desire to visit him? _____ Did you know this individual prior to his confinement? _____

Where did this relationship develop? _____

Have you ever been convicted of a crime? _____ If so state the number, date, place and nature: _____

Are you presently on probation, parole, or supervised release? _____

Do you correspond with other inmates ? _____ If so, indicate their name(s) and location(s): _____

Do you visit with other inmates ? _____ If so, indicate their name(s) and location(s): _____

Signature of parent or guardian if under 18 years of age

Signature

Inmate's Name and Register Number

FEDERAL CORRECTIONAL INSTITUTION, OXFORD, WISCONSIN 53952
VISITING REGULATIONS: FOR VISITORS

_____ (Visitor's Name), has been approved to visit you during your stay at Oxford. In addition to your assuming reasonable responsibility for the proper conduct of a visit, you are also responsible for forwarding this form to the above visitor so that she/he will be aware of our visiting regulations.

IDENTIFICATION. Positive photo identification of visitors will be required. The best forms of identification are driver's license or photo identification card.

VISITING HOURS. Regular visiting hours are from 8:00 AM to 3:00 PM, Monday, Friday, Saturday, Sunday and Federal holidays; however, visitors will not be processed in after 2:00 PM. Please refrain from arriving on the institution grounds before 8:00 AM. When a visit is over, all visitors must leave the institution grounds immediately. Each inmate is allotted 35 points per calendar month. The visiting room officer may terminate a visit because of overcrowded conditions or improper conduct of the visitor and/or the inmate.

WHO MAY VISIT. We will notify persons authorized to visit, as we are doing in your case. Children under the age of 16 may not visit unless accompanied by a responsible adult. Children will be kept under supervision of a responsible adult or a children's program. Exceptions in unusual circumstances may be made by special approval of the warden.

The signature of a parent or guardian on the Visitor Information Form (BP-629) is necessary to process a request for an applicant under 18 years of age. Further completion of the questionnaire portion of this form by an applicant under 18 years of age ordinarily is not required if the applicant is an immediate family member of the requesting inmate. The warden, after consultation with regional counsel, may make exceptions to the requirement for acknowledgment by parent or guardian.

Other persons not approved who wish to visit an inmate for either personal or business reasons must write the institution at least two weeks in advance of the visit and explain the circumstances. If a visit is approved, an authorization will be sent for presentation on arrival. The number of persons visiting one inmate as a group shall be limited to four. Personal contact within the limits of good taste such as shaking hands, kissing and embracing is permitted when the visitor and inmate meet and just prior to departing.

REGULATIONS. The right to make future visits will be denied to anyone who tries to circumvent or evade regulations. The introduction of or attempt to introduce contraband into a federal penal institution is in violation of Title 18, U.S. Code, Section 1791.

Contraband is defined as the introduction or attempt to introduce into or upon the grounds of any federal penal or correctional institution, or the taking or attempt to take or send therefrom, anything whatsoever without the knowledge and consent of the warden or superintendent of such federal penal or correctional institution.

Contraband items include, but are not limited to guns, knives, tools, ammunition, explosives, hazardous chemicals, gas, narcotics, drugs or intoxicants. Prior to admission, visitors must request and obtain permission of the warden or his staff representative to bring any item or thing upon the institution grounds. Visitors are prohibited from bringing animals on institutional grounds unless the animal is a dog that assists disabled persons. If this is the case, documentation is required.

It is illegal for any person to introduce or attempt to introduce into or upon the grounds of any federal penal institution, to take, or attempt to take or send therefrom anything whatsoever without the knowledge or consent of the warden. The law provides that violators may receive 20 years, a fine or both. All persons and packages are subject to search (Title 18, U.S. Code, Sections 1791/1792).

THE USE OF A CAMERA OR RECORDING EQUIPMENT WITHOUT WRITTEN CONSENT OF THE WARDEN IS STRICTLY PROHIBITED.

LOCATION. The institution is located approximately 8 miles west of Westfield; 13 miles east of Adams near junction E & G. There is no commercial transportation available from either Westfield or Adams-Friendship. Please refer to pages 4 and 5 of this attachment for transportation and local accommodations.

VISITING DAYS. Monday, Friday, Saturday, Sunday and Federal Holidays.

VISITING REGULATIONS

Residents will be permitted to visit with **AUTHORIZED VISITORS ONLY**. The lobby officer will require proper identification of all visitors, both inmate and official. Acceptable identification cards are driver's license, social security card, and other official ID cards.

The number of visitors will be limited to four adults. No more than a maximum of six total visitors at one time, including children. Split visits will be arranged when necessary. Visitors not admitted to the visiting room may not wait in the lobby area. They must return to their vehicle. Unless visiting room regulations are being abused, visitors who are visiting more than one inmate and who are next of kin or on the involved inmate's visiting lists will be allowed to be seated in close proximity to each other.

DO NOT BRING FOOD OF ANY KIND into the institution. Sandwiches, soups, beverages, etc., are available from vending machines. No lunch packages nor thermos bottles will be allowed.

When a conference with an institutional staff member is desired, the visit should be made on Monday or Friday, as many of the staff are not at the institution on weekends or holidays. All visitors must be fully attired including shoes. Adult visitors are to refrain from wearing apparel that is over-revealing or suggestive (i.e., tight-fitting slacks, micro-mini skirts, shorts (except for culottes or bermuda (knee length) shorts), halter tops, strapless dresses/tops, etc.). Persons not conforming to these standards will be refused admittance.

Socially acceptable gestures of communication and affection such as shaking hands, kissing and embracing are allowed within in the limits of good taste at the beginning and at the end of a visit. Indecent, annoying or excessive contact will not be tolerated. Inmates or visitors who violate

visiting regulations may be required to terminate the visit or be placed under closer supervision at the discretion of the visiting room officer. All areas of the visiting room, including restrooms, may be monitored to prevent the passage of contraband and ensure the security and welfare of all concerned. Children are expected to remain near to and be controlled by the adults bringing them.

IT IS NOT PERMISSIBLE TO BRING PACKAGES, GIFTS, or CLOTHING OF ANY KIND FOR AN INMATE. No written messages or photos may be exchanged. Documents or papers may not be examined or signed in the visiting room. The latter should be handled by correspondence (as a matter of record). **MONEY CANNOT BE ACCEPTED FOR DEPOSIT TO THE INMATE'S TRUST FUND ACCOUNT.** This should be handled by mail, using **POSTAL MONEY ORDERS** made out to the resident.

Below are general instructions governing visits at this institution:

ONLY THOSE ITEMS LISTED BELOW ARE AUTHORIZED TO BE TAKEN INTO THE VISITING ROOM

- | | |
|---------------------------------|----------------------------------------------|
| 1. Clear plastic change purse | 6. Diapers/diaper bag/baby powder/ointment |
| 2. Money (\$20.00 limit) | 7. Baby Clothes |
| 3. Comb (no long/sharp handles) | 8. Sweaters (does not include sweater coats) |
| 4. Baby bottles | 9. Heart medication |
| 5. Baby food | 10. Jewelry normally worn |

OTHER:

All books, magazines and newspapers must be mailed into the institution from the publishing company. Send to:

Inmates Name and Register Number
Federal Correctional Institution
Post Office Box 1000
Oxford, Wisconsin 53952-1000

All medication must be approved by the operations lieutenant on duty and the lobby officer. All radios, tape players and tape recorders must remain in the lockers provided in the front lobby.

FEDERAL PRISON CAMP
FOR VISITORS: VISITING ROOM RULES AND REGULATIONS

It is the intent of this institution to provide visiting facilities and procedures which will encourage meaningful visits with relatives and friends. Visits by approved visitors are stressed as an important factor in maintaining the morale of each inmate, motivating him toward positive behavior. It is the responsibility of the Visiting Room Officer to supervise the visits. It is incumbent that the inmate and his approved visitors coordinate with one another regarding visitation.

Each inmate is authorized 35 points of visiting time per month. Staff will maintain a record of visiting by attributing one point for every hour of visiting. Any partial hour more than 15 minutes will be assessed one point as well. The days and times individual visits are allowed is determined by the group in which an inmate is placed, based upon the first letter of his last name. See Attachment for Group I and II schedule.

It is the responsibility of each visitor/inmate to adhere to the visiting regulations as set forth in the following paragraphs:

1. Visits are permitted from 4:30 P.M. to 8:30 P.M., on Fridays, and from 8:15 A.M. to 3:15 P.M. on Saturdays, Sundays and federal holidays. Visitors will not be allowed in the institution after 7:30 p.m. on Fridays, and 2:30 p.m. on Saturdays and Sundays for visitation.
2. Visitors will be permitted to park their cars in the parking lot. Visitors are not allowed to park in the UNICOR parking lot.
*
3. An inmate's immediate family, mother, father, step parents, brothers, sisters, wife and children are routinely approved as visitors. Each inmate is responsible for obtaining Unit Team approval for their visitors. The number of visitors on an inmate's approved list will be limited to 25. The maximum number of persons who may visit an inmate at one time is four, excluding dependent children. Visitors under the age of 16 must be accompanied by a responsible adult. Each adult visitor will be required to sign an information form indicating his or her name, relationship to the inmate, complete address, the name of the inmate being visited, and an acknowledgment of his or her awareness and understanding of possible penalties for violation of visiting regulations and/or introduction of contraband. Any attempt to bring unauthorized items into the institution is a violation of federal law (U.S. Code, Title 18, Section 1791) and is punishable by imprisonment and/or fine. *
4. Smoking is not permitted anywhere at the camp during visiting.
*

5. On Saturday, Sunday, and legal holidays, there will be an 10:00 A.M. count. Visitors will be allowed to enter visiting room until 9:45 A.M. Visitors arriving after 9:45 A.M. will not be allowed to visit until the 10:00 A.M. count clears. Visitors will not be processed into the Camp after 2:30 p.m. on Saturdays and Sundays, and not after 7:30 p.m. on Friday nights. *
6. When overcrowding occurs in the visiting room, the visiting room officer, after notifying the operations lieutenant, will determine which visitors will be asked to leave in order to relieve overcrowding and to accommodate additional visitors. The determination will be based on the visitors who have been at the institution for the longest period of time on that particular date in conjunction with the distance traveled and number of visits during the past months. No approved visitor will be asked to leave who has not visited for at least two hours.

Note: The officer will first ask if there are any individuals who are willing to voluntarily terminate their visit. If they volunteer to do so, these people will be terminated first, and if they have visited less than two hours, their visit will not be counted against them.

7. Embracing and kissing, as a greeting or farewell, is permitted within the limits of acceptable conduct only upon arrival and departure. When a visit is terminated due to unacceptable conduct, the inmate may receive a disciplinary report.
8. Visitors may not bring in anything for the inmate. It is permissible for the visitor to give an inmate any item from the vending machines to be consumed while on a visit.
- *
 9. Visitors should use good taste and dress appropriately for a prison setting. Shorts or culottes for visitors are authorized from May 15 through September 15, but must be in good taste. Any clothing which is suggestive, provocative or revealing is not suitable for a visiting room environment. Examples include, but are not limited to the following:

Tight clothing	Hats or caps
Spandex clothing	Plunging/low cut necklines
Halter tops	Transparent/sheer clothing
Holes in clothing	Tank or tube tops
Sleeveless garments	Wrap skirts
Trousers which sag or drag	Non-prescription sunglasses
Shower shoes/thongs (footwear)	Slits extending above the knee *

Shorts/skirts that are more than one inch above the knee. Must be knee length when standing.

Shower shoes or thongs; it is necessary for all visitors to wear shoes.

Green colored pants or shirts resembling the institution inmate uniform.

Visitors may be denied a visit by the front lobby officer if it is determined a visitor's dress is inappropriate for the institution setting. Questionable situations will be referred to the lieutenant or duty officer. *

*

10. We do not permit cameras or recording equipment nor do we permit documents or papers to be examined or signed by inmates in the visiting room without the approval of a member of the inmate's unit team. Only those items listed below are authorized to be taken into the visiting room:

1. Clear plastic change purse (approx. 5"x8"), no wallets.
2. Money (\$20.00 limit)
3. Comb (no long/sharp handles)
4. Baby bottles
5. Baby food
6. Diapers/diaper bag/baby powder/ointment
7. Baby clothes
8. Sweaters (does not include sweater coats)
9. Heart medication
10. Jewelry normally worn

Other: No lunch packages nor thermos bottles will be allowed. Vending machines have been provided. No written messages or photos may be exchanged during the visit. *

11. A visitor suspected of attempting to introduce contraband can be subject to a detailed search of his/her person and/or property.
12. No one is permitted to wait in the parking lot or remain on the grounds for persons visiting an inmate.

*

13. Hobby craft items may be taken out of the institution via visitors with proper authorization. Personal property may be mailed via the appropriate procedures regarding disposition of property or taken out of the institution via visitors with proper authorization. *

14. The officer will assign seating. The visiting room is the primary visiting area, and the education room will be utilized for overcrowding. When weather permits, the patio will be used in addition to the education room.

Please contact the visiting room officer if you have any questions about visiting regulations.

PUBLIC TRANSPORTATION TO THE OXFORD AREA

1. **Greyhound Bus stops in Portage and Wisconsin Dells, Wisconsin. Central Information Number: 1-800-231-2222 or your local area terminal.**
2. **Dane County Regional Airport (Madison) services the following airlines: Northwest, Mid-West Express, United, United Express, American Eagle, Skyway, Delta, ComAir, Transworld Express and ATA-Chicago Express. Flight information can be received by calling your travel agent or local airport.**
3. **Amtrak trains arrive and depart from Portage and Wisconsin Dells, Wisconsin. The toll free information number is: (800)872-7245.**
4. **Cab and limousine service is available from the Madison airport. For information call (608)242-2000 Union Cab, (608)256-5566 Badger Cab, and (608)258-7458 Madison Taxi.**
5. **Oxford area cab service: Cab service is also available from Delton Taxi, Wisconsin Dells, Wisconsin; telephone number 608/253-3221 or Big Ron's Cab: 608/253-2900; City Cab, Portage, Wisconsin (608)742-6609 or 742-6669.**
6. **Accommodations Westfield/Oxford:**

**Nature Glen Motel
130 East Park
Westfield, WI
(608)296-3022**

**Sandman Motel
Highway 51
Westfield, WI
(608)296-2565**

**Crossroads Motel
Hwys 51 and 82
Oxford, WI
(608)589-5151**

**Pioneer Motel
Highway 51
Westfield, WI
(608) 296-2135**

Portage, Wisconsin: Arrangements can be made by calling J. C. Travel, 1-800-232-0374.

Wisconsin Dells, Wisconsin: Arrangements can be made by calling the Chamber of Commerce, (608)254-4636.

There are over 70 motels in the Portage and Wisconsin Dells areas. The summer season is the peak season for tourists so it is best to call in advance for reservations.

Temporary A&O Visiting Request

FCI OXFORD

List only immediate family members (these members must complete and return to Staff a Request for Visitation form: immediate family is limited to the following: Mother, Father, Step-Parents, Foster Parents, Brothers and Sisters, Spouse, and Children. Any other relatives or friends submitted will not be added to your visiting list. All other requests for visits must be requested through the Request for Visitation process.

Print your name below ↓ ↓ ↓ ↓ ↓		Register Number		Unit	Date			

Visitor's Full Name	Relationship	Age	Married Yes/No	Address	City	State	Zip Code	

I have read and understand the above and submit the listed immediate family members.	I have read and understand the above and request no immediate family members on my visiting list at this time.
Inmate's signature:→	Inmate's signature:→



U.S. Department of Justice

Federal Bureau of Prisons

Federal Correctional Institution

December 7, 2004

*P.O. Box 0500
Oxford, Wisconsin 53952*

OXF-5267.07
08-09-04
Attachment 6

Jane Doe
110 Main Street
Washington, D.C. 10002

RE: Visiting Privileges with John Doe, Reg. No. 00000-000

Dear Ms. Doe:

This is to serve as notice that you are hereby temporarily suspended from visiting John Doe pending final disposition of administrative action stemming from your May 19 visit with him.

This action will remain in effect until further notice. Mr. Doe has been verbally notified of this decision. It will be his responsibility to inform you of the final disposition taken in this matter.

Sincerely,

Associate Warden (Programs)

cc: Central File



UNITED STATES GOVERNMENT

Memorandum

Federal Correctional Institution, Oxford, Wisconsin

Date:

OXF-5267.07

08-09-04

From: Associate Warden (Programs)

Attachment 7

Subject: Visiting Privileges

To: John Doe, Register Number 00000-000
Portage Unit

This is to serve as written notice that your visiting privileges with Jane Doe have been temporarily suspended pending final disposition of administrative action stemming from your May 19 visit with Ms. doe. You have already been verbally notified of this action which will remain in effect until further notice.

cc:

Central File

Unit Manager, _____ Unit

Visiting Room Officer

Lobby Officer